



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

May 24, 2006

TO: CSD Regional Administrators

FROM: Duane M. French, Director
Division of Employment and Assistance Programs

John Clayton, Director
Community Services Division

Rob St. John, Director
Information Technology Division

**SUBJECT: COMPREHENSIVE EVALUATIONS FOR EVERYONE IN WORKFIRST
SANCTION STATUS**

Effective September 1, 2006, WorkFirst families may lose their cash benefits after sustained refusal to participate.

To help families prevent this from happening, starting June 1, 2006:

- Everyone who is still in WorkFirst sanction status or who enters sanction status must be given every opportunity to complete a comprehensive evaluation so they can use the best mix of services to build a new Individual Responsibility Plan (IRP) and have an additional incentive to re-engage; and
- The parent is responsible to make use of this opportunity. The comprehensive evaluation will be treated as a participation requirement and must be completed with other IRP requirements to cure sanction.

Completing the Comprehensive Evaluation

Follow the instructions in Section 3.2 of the WorkFirst Handbook, Comprehensive Evaluation, to complete the evaluation process. To summarize, DSHS staff will:

1. Do the comprehensive evaluation foundation;
2. Add the comprehensive evaluation requirement to the person's other IRP requirements;
3. Refer the person to colleges/ESD to complete their comprehensive evaluation;
4. Schedule the follow-up comprehensive evaluation interview; and
5. Modify the IRP, as required, based on the results of the comprehensive evaluation.

Identifying Sanction Cases that Require a Comprehensive Evaluation

DSHS staff will:

1. Use eJAS ad hoc reports to identify parents who are currently in Sanction status (SA or SN) and do not have a CE note type.
2. Run an ad hoc report searching for cases in sanction status (SA or SN) without a CE note type. The report will show the cases which have not started the CE process.

Thank you for your efforts to reach out to sanctioned families and help them develop an effective plan for their family. The goal of the non-compliance sanction policy is not to end cash aid. The goal is to convince parents to make use of the considerable support the program offers so they and their children can receive a full cash grant and benefit from all the program offers.

Please feel free to contact Nick Espinosa, DEAP Program Manager, at (360) 725-4620 or espincj@dshs.wa.gov if you have any questions.

cc: Leo Ribas
Brent Low
Carmen Cook